

Page Denied

ADMINISTRATIVE—INTERNAL USE ONLY

Executive Registry

78-8767

5 April 1978



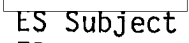
MEMORANDUM FOR: Director of Central Intelligence
FROM : Deputy Executive Secretary
SUBJECT : Status Reports on Advisory Group Suggestions

In further response to your 24 February request, attached are summaries of progress made on recommendations submitted to you by the handicapped employees (2 November) and the Federal Women's Program Board (9 November). These groups have been advised of the status of their recommendations.

STAT

Attachments:

Distribution:

Orig - DCI
1 - DDCI
1 - 
1 -  DDA
1 -  FYI
2 - ES Subject Folders
1 - ER

STAT
STAT

ADMINISTRATIVE—INTERNAL USE ONLY

Summary of Progress Made on Recommendations Submitted by Handicapped Employees
on 2 November 1977

1. Hire a full-time certified interpreter to assist the deaf in interviews, meetings, training courses, etc.

STAT

--Per a 7 December 1977 memo from [redacted]

--ODP, which has five deaf employees, has one fully cleared interpreter under contract and an informal arrangement with five uncleared interpreters who can be called on for unclassified situations when necessary.

--Office of Personnel recommends hiring a full-time interpreter who could perform other duties when not interpreting, such as those of a training assistant or personnel assistant; the availability of a ceiling position and actual grade have not yet been explored.

STAT

--On 14 March Mr. Blake advised that arrangements had been made for a full-time interpreter for six deaf employees then taking the Introduction to Intelligence course.

2. Review OMS guidelines and medical requirements for employment to ensure that outmoded requirements have been deleted.

STAT

[redacted] 3 February 1978, outlining the Agency's action plan for handicapped employees, stated that current medical standards would be reviewed.

3. Remind guard force [redacted] to enforce the No Parking zone reserved for handicapped employees.

--Done by Office of Security.

4. Designate an area for handicapped employees to report to during fire drills and emergencies and assign someone to be responsible for their welfare; install flashing lights to serve as a fire alarm for deaf employees.

--In a 30 March 1978 memo, Mr. Janney stated that supervisors have been responsible for evacuating deaf employees during fire drills and no problems have occurred.

--Safety Branch has been tasked to

--study alternative evacuation plans
for handicapped employees

--ensure that all corridor wardens and
Agency employees are aware of evacua-
tion procedures for mobility-handicapped
employees.

5. Convert a van or other appropriate vehicle for transporting the handi-
capped to other Agency buildings and training facilities.

--In his 30 March memo, Mr. Janney recommended
approving of D/Logistics suggestion to test
a \$17,500 "busette" designed for this purpose.

STAT

NOTE: [] 7 December 1977 memo to [] forwarded
information on:

STAT

--the number of handicapped employees and their
categories of disability

STAT

--the bases for determining who is handicapped

--the role of the Handicapped Program Advisory
Committee

[], 3 February 1978, also spoke to the following concerns
that the group discussed with you:

--Recruitment

--Data collection and reporting

--Training

--Placement practices

--Accessibility of facilities

--Program evaluation

ADMINISTRATIVE—INTERNAL USE ONLY

Summary of Progress Made on the Federal Women's Program Board (FWPB)
Recommendations Submitted on 9 November 1977

1. Ensure that managers use the Executive Development Roster (EDR) in making key assignments, publicize criteria for being included on the EDR, and require status report on each individual.

--In 22 December 1977 memo to the DCI, Mr. Janney explained the Agency's Personnel Development Plan program, saying it met all of the FWPB recommendations

--DCI concurred, asking that

--a Director's Note publicizing DCI commitment to the PDP be drafted (Office of Personnel forwarded same on 3 March 1978)

--people be informed when placed on EDR.

--In a 3 March 1978 memo to the DCI, Mr. Janney noted the FY 78 PDP has been forwarded to the DDCI with the recommendation that he meet with Heads of Career Services to discuss the name and position list. Once the PDP is approved, concerned individuals could be advised.

STAT

--On 28 March Mr. Carlucci met with Messrs. Blake and Janney and [] to discuss the PDP and EDR, including the pros and cons of advising those on the EDR of their status.

2. The DCI should appoint more professional women to his own staff.

STAT

--DCI noted appointment of []

3. Encourage EAG to publish its findings on personnel issues.

STAT

[] has asked Office of Personnel to do the above; first issuance on the PDP has been drafted.

4. Task an existent or ad hoc task force to study the feasibility of a centralized career system.

--In his 22 December memo, Mr. Janney summarized the evolution of the current Career Services, highlighted an intensive 1973 study on this topic, and recommended that further study be delayed pending completion of the Agency reorganization and any possible impact of charter legislation on Agency personnel policies and procedures.

ADMINISTRATIVE—INTERNAL USE ONLY

ADMINISTRATIVE—INTERNAL USE ONLY

5. Establish a DCI task force chaired by FWPB to study secretarial/ clerical problems and make recommendations by April 1978.

--In his 22 December memo, Mr. Janney noted

--DDO has established a career panel system for GS-7 clericals and above

--DCI has concurred in recommendation for similar panels for other Directorates

--DCI has endorsed creation of Secretarial/ Clerical Management Advisory Group

and suggested waiting until above systems are operational before considering forming another task force,

--DCI asked that new Secretarial/Clerical MAG and FWPB coordinate their efforts as appropriate,

--tasked accordingly

6. Establish point of reference for advisory group activities to prevent duplication and serve as central repository of studies and official reports,

--Executive Secretariat assigned responsibility,

7. Expand range of items in DCI "Notes," and consider a DCI publication similar to the DDA Exchange,

--FWPB provided suggested list of topics, which was forwarded to Public Affairs for consideration,

--Mr. Hetu is conferring with Mr. Malanick and to date has found classification and compartmentation a problem in publishing anything meaningful,

WLB 2 1 5 1978

CH